

# **Lanlivery Parish Neighbourhood Development Plan Steering Group Terms of Reference**

## **1. Background**

Lanlivery Parish Council applied for designation as a Neighbourhood Development Plan area in December 2014. It is intended that this process will enable the local community to actively influence land use and development, as part of statutory planning. The Parish Council felt this could be an opportunity to shape future development in the area whilst safeguarding and enhancing what is valued. A Steering Group is being established to oversee the process of preparing a NDP, within the context of the Cornwall Local Plan.

## **2. Purpose**

The Steering Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council and become planning policy.

## **3. Principles**

- That the Steering Group will undertake the process in a democratic, transparent and fair fashion, allowing opinions and ideas to be put forward by all.
- That the Steering Group will give or encourage those who live in the Parish of Lanlivery the opportunity to inform and shape the process e.g. through taking part in the consultation process.
- That the Steering Group will make this a positive and constructive process. That ultimately it is intended to take a holistic approach that will improve quality of life and strengthen the community.

## **4. Tasks and Activities**

- Work with the Parish Council and ensure that they are fully informed throughout the process, and appropriate decisions referred to them when applicable;
- All key decisions must be mutually agreed by the Steering Group and the Parish Council – hence the need to ensure communication is effective and appropriate;
- Prepare a project plan to set out how they will create a NDP;
- The project plan should contain a timeframe to focus activity and to aid planning;
- Publicise the intention to produce a NDP, to inform and engage the community, and publicise all subsequent activities and progress;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information;
- Establish and understand the needs of residents and what the long term vision or aspiration is;
- Decide upon and, if required, set up sub-groups (or theme groups) to gather statistics, information and views, subject to this being agreed and delegated by the full steering group;
- Liaise with residents, partners and stakeholders throughout the development of the NDP;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of the residents;
- Analyse the available information to prepare the draft and final NDP;
- Produce notes/minutes from Steering Group meetings and circulate to Parish Councils and Steering Group members and others as agreed to be appropriate. Actively publicise the draft NDP prior to the Referendum;

- Agree financial arrangements and budget with Parish Council.

### **5 Membership of Steering Group**

- The Steering Group should consist of up to 6 Members;
- The Parish Council must be represented on the Steering Group;
- Members must reside in the parish of Lanlivery.
- A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest;
- The Steering Group shall be quorate when at least half of the members attend;
- Cornwall Council officers or Councillors, as well as other agencies appointed by the Council to support the process cannot be voting members of the Steering Group but are able to attend meetings and contribute to the discussions as required.

### **6 Roles within Steering Group**

The Steering Group shall elect a Chair, Vice Chair and Secretary.

If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Steering Group members) will be elected for that meeting.

The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate.

### **7 Steering Group Meeting Arrangements**

- The Steering Group (and sub or theme groups) shall meet regularly and as necessary;
- Decisions from sub or theme groups should be relayed back to the full Steering Group for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific Steering Group meeting to give a presentation and/or discuss their interest in the proposed NDP;
- A list of Steering Group members and contact details shall be maintained.
- Details of, and any changes to, the Steering Group membership will need to be notified to, and agreed by Lanlivery Parish Council.

### **8 Finance**

- Expenditure to be agreed by majority decision by the Steering Group.
- Finance decisions will need to be recorded in the minutes and notified to the body holding the funds.
- Expenditure must fall within the level of funds held by Lanlivery Parish Council for the purpose of the NDP who will supply financial updates to the SG in order to make appropriate financial decisions.
- If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by the Parish Council.

### **9 Changes to the Terms of Reference**

Any amendments to the terms of reference may be made at a Steering Group meeting and agreed by the majority of the Steering Group members. Amendments to be notified to the Parish Council.

### **10 Dissolution of the Group**

The members will agree by a majority vote at a Steering Group meeting, to call a Special General Meeting for the sole purpose to dissolve the group.

Upon dissolution of the group any remaining funds shall be used to fund projects set out in the Lanlivery Parish Neighbourhood Plan for the benefit of the community. No individual member of the group shall benefit from the dispersal.

The Terms of Reference was adopted at a Lanlivery Parish Neighbourhood Development Plan Steering Group meeting on

Chairperson of SG		
Signed		
Secretary of SG		
Signed		
Chairperson Lanlivery Parish Council		
Signed		

